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2017 OCT 16 AM 11:55

## COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

**Instructions:** Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

**SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

Name of Traveler: Allison Herwitt

Employing Office/Committee: Murphy

Private Sponsor(s) (List all): The Pew Charitable Trusts

Travel Date(s): September 15-17, 2017

Description/Title of Attached Forms: RE-1 Form; Amended RE-2 Form

Purpose of Amendment (describe the reason for amending original submission): Post-travel submission  
must be amended with the Office of Public Records in SH-232.

10/16/17  
(Date)

Allison Herwitt  
(Signature of Traveler)

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

**Post-Travel Filing Instructions:** Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Pew Charitable Trusts

Travel date(s): September 15-17, 2017

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$116.27	\$286.00	\$128.00	
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached.

10/16/17  
(Date)

Allison Herwitt  
(Printed name of traveler)

Allison Herwitt  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/16/17  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)

Description of all meetings and events attended from amended Form RE-2

Friday evening historian Alexander Rose spoke to our group. Saturday, Peter and Susan Glazer presented to the group about navigating high-stakes conversations with staff. The lunch speaker was Larry Sabato. The afternoon presentations were on the state of news media by Amy Mitchell from Pew Research Center, and on how technology, robotics and automation may affect the U.S. economy in the future by David Pogue with Yahoo Technology. The dinner speaker was Governor Terry McAuliffe. On Sunday, Senator Kaine addressed our group at breakfast, and we had a presentation by pollsters Bill McInturff and Geoff Garin, and a presentation by Marc Salverstone of the M Center at UVA on presidential recordings throughout history.

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**EMPLOYEE PRE-TRAVEL AUTHORIZATION**

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Allison Herwitt

Employing Office/Committee: Senator Chris Murphy

Private Sponsor(s) (list all): The Pew Charitable Trusts

Travel date(s): Sept 15-17, 2017

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Richmond, VA

Explain how this trip is specifically connected to the traveler's official or representational duties:

The purpose of this trip is to enhance management and leadership skills from leading experts in the field. Time with my colleagues will also allow me to compare and share best practices on how to manage staff and establish new policies and process that will help me run the office more efficiently as Senator Murphy's Chief of Staff.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

8/21/17  
(Date)

Allison Herwitt  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Chris Murphy hereby authorize Allison Herwitt  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

8/15/17  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

RECEIVED  
SECRETARY OF THE SENATE  
PUBLIC RECORDS

17 OCT -4 PM 5:02

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND  
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Pew Charitable Trusts

Travel date(s): September 15-17, 2017

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$116.27	\$286.00	\$128.00	
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Friday evening November 17th, 2017, I attended a meeting with the group about developing high-quality connections with staff. The lunch speaker was Larry Rabin, the afternoon presentation was on the 100th of the news directed by Amy Mitchell from Pew Research Center and on how technology, robotics and automation may affect the 1/3 economy in the future by David Pappas with Yanco Technology. The dinner speaker was Dan Terry McArthur. On Sunday Senator Rabin addressed our group at breakfast, and we had a presentation by politicians Bill McArthur and Cecil Clark and a presentation by state representatives of the other Center at UNH on presidential recordings throughout history.

10/4/2017 Allison Herwitt  
(Date) (Printed name of traveler)

Allison Herwitt  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 36.

10/4/17  
(Date)

(Signature of Supervising Senator/Officer)